

10 APR 1969

MEMORANDUM FOR: Administrative Officer, Office of the Director

SUBJECT : Request for Position Audit

REFERENCE : Memo to Ch, PMCD/OP from Admin Of, O/DCI dtd 25 Feb 69,
same subject

In accordance with your request positions #0012 and #0301 on the Staffing Complement of the Office of the Assistant to the Director were audited to see if they warranted an increase in grade.

Position #0012

A careful review of the duties and responsibilities indicates the position properly allocated to grade GS-08; however, the correct title and series should be: Staff Assistant GS-0301.47-08.

Position #0301

A careful review of the duties and responsibilities indicates the position properly classified as Secretary-Steno GS-0318.01-06.

In accordance with the policy of PMCD to update position descriptions when ever an opportunity presents itself, positions #0300, #0127, #0206, and #0212 were audited, and new position descriptions prepared. All position descriptions were forwarded to [] for her review and/or revision.

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Upon return of the corrected position description rough drafts, new position descriptions were prepared for the record.

The following changes in title and series were made to correctly reflect the duties and responsibilities:

<u>Position #</u>	<u>From</u>	<u>To</u>
0127	Archivist GS-1420.01-09	Librarian GS-1410.01-09
0012	Adm Assistant GS-0341.02-08	Staff Assistant GS-0301.47-08
0212	Clerk Typist GS-0322.01-04	Clerk GS-0301.26-04

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A Staffing Complement Change Authorization Form #261 has been processed to reflect these changes.

FOR THE DIRECTOR OF PERSONNEL:



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Chief, Position Management and Compensation Division

copy to



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